

TOWN OF WAWARSING, ULSTER COUNTY
OFFICE OF BUILDING INSPECTOR
Town Building
108 Canal Street
Ellenville, NY 12428
(845) 647-7800 ext. 5 or (845) 647-1824 (fax)

APPLICATION FOR BUILDING PERMIT
Pursuant to New York State Uniform Fire Prevention and Building Code
And Town of Wawarsing Zoning Ordinance

“INSTRUCTIONS”

- A. All information must be completely filled in by typewriter or ink. (Print Only)
- B. Attach a survey map indicating location of proposed building, copy of deed, zoning district in which premise is situated and tax map number. Town of Wawarsing Zoning Ordinance requires one primary residence per building lot.
- C. Application must be accompanied with two (2) complete sets of plans showing proposed construction, specifications, materials, equipment to be used and installed, plumbing, heating, electric, toilets, baths, bedrooms and energy code certification. A New York State Engineer or Architect must stamp all work over \$20,000.00, to be accompanied with proper permit fee and proof of insurance.

*****Insurance Requirements*****

New York State requires proof of Workers Comp and Disability Insurance or proof of legal exemption from them. Please use the guidelines below to determine which forms need to be provided. The BP-1 form is available on our website and the CE-200 form is generated from the NYS Workers Comp website. The remaining forms must be obtained from your insurance broker.

- 1) If applicant is **Owner** of 1,2,3,or 4 Family **Owner-Occupied Residence** AND owner is performing all the work, **OR** owner is not compensating the individual performing the work **OR** owner is paying individuals a total of less than 40 hours a week:

Owner Occupied Exemption Form BP-1 (9-07) _____

- 2) If applicant is **Business** or **General Contractor**, or **Owner** who does not qualify for above exemption, we require one of the following proofs of workers' compensation and disability insurance (either A, B or C):

- A) Affidavit of Exemption from Workers Comp and Disability: Form CE-200 (12/08) _____ Print from the NYS Workers Comp website and submit

to our office: <http://www.web.state.ny.us> then click on WC/DB Exemptions Form CE-200

- B) Certificates of Workers' Compensation Insurance and Disability Benefits Insurance:
(Workers Comp) Form C-105.2 ____ or State Insurance Fund Form U-26.3 _____

AND

(Disability) Form DB-120.1 _____

- C) Self-insured or participating in authorized self-insurance plan:
Form SI-12 ____ or Form GSI-105.2 _____

AND

Form DB-155 _____

ACORD forms are NOT acceptable proof of NY State Workers' Compensation or Disability Insurance coverage!

- D. As required, total cost of construction, exclusive of cost of land, to include replacement valve. If the final cost shall exceed estimated cost, an additional fee may be required before the issuance of Certificate of Occupancy/Compliance.
- E. Copies of Ulster County Department of Health permit to construct sanitary waste disposal system.
- F. No work shall commence until the issuance of Building Permit and no building shall be occupied or used in whole or in part for any reason until the Building Inspector has granted proper occupancy.
- G. The application shall be made by the owner, agent, engineer or lessee employed in connection with the proposed work. Where a person other than the owner makes such application, it shall be accompanied by an affidavit from the owner that the owner authorizes the proposed work and that the applicant is authorized to make such application.
- H. Upon approval of this application, the Building Inspector will issue a Building Permit to the applicant together with approved set of plans and specifications. Such permit, approved plans and specifications shall be kept on the premises; available for inspection throughout the progress of the work.
- I. All electrical work must be inspected by, and a certificate of approval from an acceptable Electrical Inspection Agency prior to the issuance of a Certificate of Occupancy/Compliance.
- J. New York City Board of Water Supply approval for Sewage Disposal Systems for properties within the city watershed.
- K. Flood Plain application and permit required if property is located within the Flood Plain.
- L. Driveway access permit from Town of Wawarsing Highway Department, Ulster County Department of Public Works of NYS. or Department of Transportation will be required.

Upon approval of this application, the Building Department will issue a Building Permit to the applicant together with an approved, set of plans and specifications. Such permit and approved plans and specifications shall be kept on the premises available for inspection throughout the progress of the work. **All changes to plans must be reported via a change order from the design professional.** The permit will be honored for the scope of work for which it has been issued. No work is to commence until the Building Permit has been granted.

The required inspections will be checked off on your Building Permit. It is the homeowners' responsibility to ensure these inspections are scheduled. Our office needs at least 24 hours advance notice when scheduling. Final inspections and obtaining the Certificate of Occupancy or Certificate of Compliance is also the responsibility of the homeowner.

No building shall be OCCUPIED or USED in whole or in part for any purpose whatsoever until the Final inspection has been passed and a Certificate of Occupancy has been granted by the Building Department.

TOWN OF WAWARSING, ULSTER COUNTY, OFFICE OF BUILDING INSPECTOR
Town Building, 108 Canal Street, Ellenville, NY 12428 (845) 647-7800 ext 5 – Fax 647-1824

Date: _____ Building Permit: _____

1. State whether applicant is owner, lessee, agent, architect, engineer or builder: _____

2. Name and address of owner of premises: _____
Phone # Home: _____ Work: _____
3. Tax Map # _____ Zoning District: _____
4. Location of land on which proposed work will be done: _____

5. Nature of Work: (Describe in detail) _____

6. Existing Use and Occupancy: _____ Dimensions: _____
7. Proposed Use and Occupancy: _____ Dimensions: _____
8. Size of Lot: _____ Is it a corner lot? _____
9. Central Water: _____ Central Sewage: _____ Both: _____
10. Estimated Cost: _____ Fees: _____
11. Distance of proposed building, structure and/or addition from lot lines:
Front: _____ Rear: _____ Side: _____ Side: _____
12. Type of Heat: _____ Fuel Type: _____ Number of Stories: _____
13. Number of toilets: _____ Number of baths: _____ Number of bedrooms: _____
14. Name of Architect or Engineer: _____
Address: _____ Phone: _____
15. Name of Builder: _____ Phone: _____
16. Name of Plumber: _____ Phone: _____
17. Name of Electrical Contractor: _____
Address: _____ Phone: _____
18. Truss Construction: Yes _____ No _____

Applicant is hereby made to the Building Inspector for the issuance of a Building Permit pursuant to the New York Uniform Fire Prevention and Building Code and the Town of Wawarsing Zoning Ordinance, for the construction of buildings, additions or alterations, or for removal or demolition or use of property as herein described. The applicant agrees to comply with all applicable laws, ordinances and regulations. The applicant does hereby consent to permit any Building Inspector to enter upon the premises without a search warrant.

X _____
(Signature of Applicant) (Address) (Phone Number)